

# THE CITY OF BALDWIN PARK

is accepting applications for the position of

# CHIEF OF POLICE



## THE HUB OF THE SAN GABRIEL VALLEY

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias J. “Lucky” Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered the hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The City of Baldwin Park is at the forefront of healthy living, partnering with HEAC, Healthy Eating Active Communities, to reduce disparities in obesity and diabetes by improving nutrition and physical activity areas within our community. The No Smoking Ordinance, the Adopted Healthy Eating Active Living Resolution, and the Moratorium on Drive Thru Restaurants are some of the many policies that have been implemented to support our goal of providing our children with a healthy future.

## BALDWIN PARK CITY GOVERNMENT

The City of Baldwin Park is a General Law City governed by a five-member City Council, with the Mayor and Council members being elected at-large. The Mayor serves a two year terms and Councilmembers serve four year terms. City Council members also serve as the City’s Community Development Committee, Housing Authority and Public Financing Authority. In addition, the City has several advisory commissions and encourages public involvement in City activities. The annual general fund budget is approximately \$27 million with 165 full-time and 150 part-time staff.



## THE POLICE DEPARTMENT

The mission of the Baldwin Park Police Department is to provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community. The Department is currently supported by 100 employees: 65 sworn staff, 26 non-sworn full-time employees, and 9 part-time employees. The command staff includes two Captains, four Lieutenants, and ten Sergeants.

The Department consists of two divisions: the Operations Division and the Support Division and each division is commanded by a Captain who oversees four to five different bureaus. The Operations Division includes the following bureaus: Patrol, Detective, Air, and Traffic. The Support division includes the following bureaus: Communications, Records, Community Relations, Professional Standards, and Information Services.

## THE POSITION

The Chief of Police is an executive management, at-will contract position selected by the City Council and received administrative direction from the Chief Executive Officer (CEO)/City Manager. The City Council is highly supportive of the Police Department and seeking a key, forward-thinking strategic partner who will contribute to the long-term vision and goals of the organization. The Chief is expected to have exceptional communication skills to respond to concerns raised by the Mayor, Council and CEO as well as to serve as the lead spokesperson to the public and the media.

The top candidate will be an individual who is experienced, respectful, honest, ethical and will possess the highest level of integrity and capable of building a strong rapport with elected officials, fellow executive team members, general public, local organizations, outside agencies, and with employees of the Baldwin Park Police Department.

Under general direction, duties of the Director may include, but are not limited to, the following:

- Plans, organizes and directs the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Directs and participates in the development of goals, objectives, policies, and priorities of the Police Department.
- Coordinates law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Advises the Chief Executive Officer and City Council on matters pertaining to law enforcement and other complex and sensitive matters.
- Assesses and monitors workload, support systems and internal reporting relationships.
- Researches modern police management methods, formulate and enforce rules, procedures and policies for efficient operation of the Department.
- Supports a work environment that promotes positive relations within and between the Police Department and other City departments and/or the community. Supervises, assigns and reviews the work of subordinates. Selects, trains and motivates both sworn and civilian personnel.
- Confers with citizens and City officials on law enforcement issues and assists in the development of innovative municipal law enforcement policies.
- Prepares and administers the Department budget.
- Performs related duties as assigned.

In addition to having a strong planning background, the successful candidate will possess a professional history that demonstrates the following strengths and abilities:

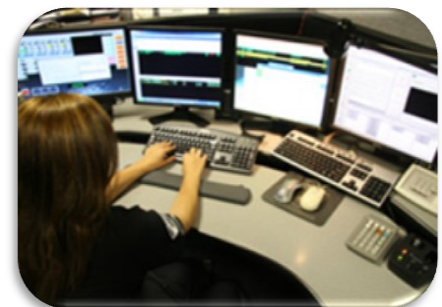
- Knowledge of principles and practices of modern principles, practices and techniques of police administration, organization, and operation.
- Knowledge of technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, animal control, records management, and care and custody of persons and property.
- Knowledge of laws, ordinances, and regulations affecting the work of the Police Department.
- Principles, practices and methods of public administration, including budgeting, organization, and personnel management.
- Successfully develop, control and administer departmental budget and expenditures.
- Ability to plan, direct, supervise and coordinate the work of the Police Department.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

## THE IDEAL CANDIDATE

The ideal candidate will be a highly committed leader who will work collaboratively with the community, employees and City leaders. This professional will be a strategic thinker with an impressive history in planning and directing the operations of a Police Department with solid leadership, interpersonal and communication skills.

Possess a combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. This could include:

- At least six years of broad and extensive experience in all major phases of municipal police work including at least five years in a municipal police
- At least three years of supervisory and/or management experience is preferred
- Possess a Bachelor's Degree in Political Science, Public or Business Administration or closely related field from an accredited college or university
- Master's Degree is desirable
- Possess and maintain a valid California Class C Driver's License







## BENEFITS AND COMPENSATION

<b>Compensation</b>	Annual Salary: \$192,766 or starting salary will depend on qualifications, prior experience and skills.
<b>Retirement</b>	Participation in California Public Employees Retirement System (CalPERS) CalPERS Retirement Plan: 3% @ 50 for classic or 2.7% @ 57 for PEPRA, depending on member status. CalPERS employee contribution: 9% for classic members or 11.5% for PEPRA members.
<b>Health/Life Insurance</b>	Group life, medical, dental, vision and long term disability insurance programs are provided. \$1,700.00 per month for Health and Dental insurance, excess may be received as taxable income, or may be placed in our deferred compensation program. \$34.05 per month for Vision insurance \$100,000 Group term life insurance/AD&D
<b>Additional Pay</b>	Phone allowance of \$100/mo., vehicle allowance of \$400/mo., Administrative Leave of 72 hours per fiscal year, and City contributes \$100.00 per month into a City sponsored deferred compensation plan of employee's choice.
<b>Group</b>	Executive Management/Contract At-will
<b>Retiree Health</b>	CalPERS Health contribution of single party coverage based upon the employee's years of service with the City
<b>Work Week</b>	4/10 Work Schedule
<b>Leaves</b>	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program. Holiday: 9 fixed holidays per year, plus 20 floating holiday leave hours
<b>Other</b>	Optional programs available to employees include: Aflac/FSA/DCC; Additional Life Insurance; Computer Purchase Program; Education Tuition Reimbursement Program; choice of two (2) deferred compensation plans.

## THE SELECTION PROCESS

**Apply immediately! The recruitment is open until the needs of the City are met. The initial review of applications is the week of December 27, 2016.**

To be considered for this opportunity, please submit a completed and signed City of Baldwin Park employment application accompanied by a cover letter, resume, current salary, and five professional references. Applications may be submitted electronically via email, postal mail or in person to: City of Baldwin Park, Attn: Human Resources Department at: 14403 East Pacific Avenue, Baldwin Park, CA 91706, or via email to: [ebigley@baldwinpark.com](mailto:ebigley@baldwinpark.com)

All applications will be reviewed in detail and the most highly qualified applicants will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition. The successful candidate will be required to undergo a background check which includes fingerprinting, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization & identity.

Employment applications are available through our website: [www.baldwinpark.com](http://www.baldwinpark.com), or may be picked up at Baldwin Park City Hall, Human Resources Department, 3<sup>rd</sup> floor. For more information regarding this opportunity, contact our office at (626) 813-5207. Business hours are Monday through Thursday from 7:30am to 6:00pm.

### **The City of Baldwin Park is an Equal Opportunity Employer**

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition. Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.*